

Tasking Memorandum No. 99-183

Memorandum For Cdrs DCMDs, HQ DCMC Executive Directors

Subject: Nominations for 32nd DLA Recognition Program

Date: May 20, 1999

Suspense Date: July 30, 1999

Target Audience: Awards Administrators

Requirement(s):

- Attached is CAHW Memo, May 14, 1999, requesting nominations for subject award program.
- Purpose of the award program is to recognize exemplary achievements and contributions by DLA employees both individually and as members of teams and organizations.
- Each District may submit nominations for the following award categories:
 - Outstanding DLA Personnel of the Year (up to 10 nominations)
 - 4 nominations for civilian grades GSNVGNVL I-6 or military grades EI-E6
 - 4 nominations for civilian grades GS/WG/WL 7-12 or military grades E7-E9/O1-O3
 - 2 nominations for civilian grades GS/GM/WS 13-15 or military grades 04-06
 - 1 nomination for Achievement in Equal Employment Opportunity by a Line Manager
 - 1 nomination for Achievement in EEO by a non-manager
 - 1 nomination for Team Performance Award
- Request Districts submit consolidated package of their District and Field Offices nominations to HQ DCMC, Attn: DCMC-BA.

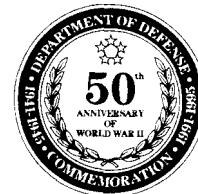
Point of Contact for Further Information:

patricia_mcguire@hq.dla.mil, DCMC-BA, DSN 427-2407, (703) 767-2407

Marcia Case
Signature: Marcia Case, Director, Resource and Organizational Management Team



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221**



IN REPLY
REFER TO CAHW

MAY 14 1999

MEMORANDUM FOR DLA EXECUTIVE TEAM

SUBJECT: The 32nd Defense Logistics Agency (DLA) Recognition Program

We have begun planning for the 32nd DLA Recognition Program ceremony to be held in the fall. The ceremony will honor exemplary achievements and contributions by DLA employees both individually and as members of teams and organizations. Nominations for these awards will be accepted until August 13, 1999.

Nomination procedures are attached. As in the past, each PLFA may submit up to the maximum number of nominations. Ten nominations may be submitted for the Outstanding DLA Personnel of the Year (Attachment 1). Four nominations may be submitted for civilian grades GS/WG/WL 1-6 or military grades E1-E6; four may be submitted for civilian grades GS/WG/WL 7-12 or military grades E7-E-9/O1-O3; and two may be submitted for civilian grades GS/GM/WS 13-15 or military grades 04-06. Two nominations may be submitted for the Suggestion Award (Attachment 5) – one for each category. For each of the following awards, only one nomination may be submitted:

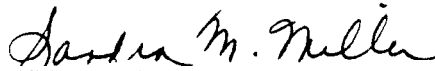
- a. Achievement in Equal Employment Opportunity (EEO) by a Line Manager (Attachment 2);
- b. Achievement in EEO by a Non-Manager (Attachment 3);
- c. EEO Activity of the Year (Attachment 4); and
- d. Team Performance Award (Attachment 6).

The Recognition and Awards Board will select the annual winner for DLA Employee of the Quarter by review of the quarterly winners' submissions. PLFAS do not need to resubmit nominations in this category.

Please prepare your nominations using both the appropriate award attachment and the general nomination guidance provided in Attachment 7. All nominations must be received in CAHW by the suspense date. Upon notification that you have a winner be prepared to submit a 5x7 inch color photograph for use in preparing program booklets.



Questions regarding the EEO awards should be directed to Mr. Lennon Baccus on (703) 767-1 113 or DSN 427-1 113. Inquiries regarding all other categories should be directed to Ms. Saundra Hazel on DSN 427-6422 or (703) 767-6422.

A handwritten signature in black ink, appearing to read 'Sandra M. Miller'.

SANDRA M. MILLER

Assistant Executive Director
Workforce Effectiveness and
Development Group
Human Resources

Attachments

cc: Awards Administrators

TEN OUTSTANDING DLA PERSONNEL OF THE YEAR AWARD

I. PURPOSE AND INTENT OF THE AWARD: This award provides a highly visible means for the Director, DLA to recognize deserving superior performers in every segment of the DLA workforce. Performance recognized by this award should have been highly exemplary and inspirational to others and have contributed significantly toward accomplishing the overall DLA mission and improving the quality of operations. (Section V contains specific criteria). Individuals recognized at this level should have been acknowledged by their peers as being model workers.

The following categories, established to mirror the structure of the Federal workforce, are designed to provide equitable competition DLA-wide:

	Civilian Grades	Military Grades	Number of Nominees
A.	GS/WG/WL 1-6	E1-E6	4
B.	GS/WG/WL 7-12	E7-E9/O 1-03	4
C.	GS//GM 13-15/WS	04-06	2

II. NATURE OF THE AWARD: The award will consist of a suitably engraved plaque or trophy and a cash award. The amount of the cash award will be 6 percent of the employee's basic salary and will be paid by the employing activity. Military members will receive only the engraved plaque because Title 5, U.S. Code, Chapter 45, provides authority to pay military personnel for their contributions in the form of suggestions, inventions, or scientific achievements but not for performance.

III. AWARD ELIGIBILITY: All personnel who are employed by, or assigned to, DLA during the award consideration period are eligible.

IV. AWARD CONSIDERATION PERIOD: Both civilian and military personnel must have had at least 120 days service with DLA. The consideration period is the last full rating cycle prior to the award nomination.

V. AWARD SELECTION CRITERIA: Employees nominated for the Ten Outstanding DLA Personnel must have clearly demonstrated or exhibited ALL OF THE FOLLOWING work characteristics in the performance of their regularly assigned duties during the award consideration period:

A. The nominee's performance of assigned duties effectively served as a positive motivator and inspired other DLA personnel to become more actively involved in serious efforts to continuously and measurably improve the quality of work products and processes, enhance customer service, and expand the operational impact of their own responsibilities.

B. The nominee's industry, application, resourcefulness, and initiative have resulted in the accomplishment of visibly measurable and innovative work achievements, either as a team member or in the assigned functional or staff area of employment.

C. The nominee is held in high esteem by his/her peers, subordinates, and/or superiors as demonstrated by visible evidence.

D. The nominee has been an exceptionally effective advocate and proponent of the principles of quality improvement, employee involvement and empowerment, and teamwork, either as a team member or supervisor/manager, resulting in visibly improved processes affecting productivity and organizational effectiveness in a positive way.

E. Nominees will normally have received at least one other kind of highly significant formal recognition during the awards consideration period. Military nominees would normally have been considered for an award for achievement or an end-of-tour service award.

VI. AWARD NOMINATION PROCESS:

A. PLFAs and Executive Directors of each management team may nominate employees in each of the three categories using the format outlined in the attachment. Commanders of PLFAs will establish and utilize a plan for appraisal of nominees that satisfies principles of merit and equity. PLFA Commanders are responsible for screening all nominations received from within their organizations and their subordinate mission activities. Commanders should forward only the top nominations for each category to HQ DLA for consideration.

B. Ideally, nominees being considered by HQ DLA will represent a cross-section of the organization who are performing outstandingly in broad DLA mission and operating areas. Nomination opportunities should be extended to cover personnel of all grades/ranks and all organizational operating levels.

C. The nominee selection process should be conducted in a manner that will insure full and equitable consideration for this award for all potential candidates including women, minorities, and ethnic group members.

D. The Director, DLA, based upon the recommendations of the DLA Recognition and Awards Board will determine final selection of the ten individuals who will receive this special DLA recognition.

E. Emphasis will be placed primarily on those nominees whose exemplary performance of their assigned duties during the period of consideration has resulted in accomplishment of significant contributions toward the continuing achievement of the mission and objectives of DLA and clearly demonstrated the capacity and potential for continued growth and development within the broad mission operations of DLA. Consideration will also be given to the extent and impact of the nominee's influence on peers, subordinates, superiors, and specific DLA operations/missions during the award consideration period.

F. Submit nominations using the attached format. Nominations must be signed by the nominator/recommending official and reviewer and must include a citation of not more than 100 words. One 5x7-inch color photograph of each winner must be submitted to CAHW upon notification of selection.

NOMINATION
FOR
TEN OUTSTANDING DLA PERSONNEL OF THE YEAR
AWARD

(Category: _____)

PLFA:

NAME:

GRADE AND OCCUPATIONAL SERIES OR RANK AND BRANCH OF SERVICE:

POSITION TITLE:

ORGANIZATIONAL NAME AND LOCATION:

LENGTH OF SERVICE WITH DLA:

TOTAL LENGTH OF FEDERAL SERVICE:

_____ MILITARY _____ CIVILIAN

DESCRIPTION OF DUTIES DURING AWARDS CONSIDERATION PERIOD

(Not more than 50 words):

CHRONOLOGICAL REVIEW OF FEDERAL SERVICE (Including titles and grades of positions and dates of promotion):

EDUCATION:

HONORS/AWARDS RECEIVED DURING SERVICE WITH DLA:

OTHER SIGNIFICANT ACHIEVEMENTS/RECOGNITION/AWARDS (Non-Government organizations, i.e., Civic, Fraternal, Technical, Professional, etc.):

JUSTIFICATION: (Not more than one page in length).

Other official comments or observations that attest to nominee's performance and/or achievements..

SIGNATURE AND TITLE OF RECOMMENDING OFFICIAL

SIGNATURE AND TITLE OF REVIEWING OFFICIAL

DLA AWARD FOR ACHIEVEMENT IN EQUAL EMPLOYMENT OPPORTUNITY BY A LINE MANAGER

I. PURPOSE AND INTENT OF THE AWARD: To recognize the line manager within DLA who has done the most, within his/her sphere of influence, to achieve the basic goal of the DLA Equal Employment Opportunity (EEO) Affirmative Action Plan of fully integrating the workforce at all levels.

II. NATURE OF AWARD: A suitably engraved plaque or trophy.

III. AWARD ELIGIBILITY: DLA line managers (civilian or military) of all grades, ranks and occupations employed by or assigned to DLA during the award consideration period. Emphasis should be placed upon recognizing the line manager who has done the most to establish and make significant progress toward reaching realistic goals in his/her own organization. In this instance, "line manager" means anyone from first line supervisor to head of the activity. EXCEPTION: Activity EEO officers normally would not be nominated for this award. They may, however, be nominated for the Ten Outstanding DLA Personnel of the Year Award for their excellence of performance.

IV. AWARD CONSIDERATION PERIOD: The last full rating cycle prior to the award nomination.

V. AWARD SELECTION CRITERIA:

A. Persons nominated should normally be line managers who have achieved results which are measurable in terms of the Agency's various indices for judging progress toward numerical goals. Merely being assigned to or head of an organization which shows up well during a particular period in one or more of these quantitative standards of rating performance should not be the sole criterion. There should be a demonstrable cause and effect relationship between the actions of the nominee and the results achieved.

B. In organizations with a Parity Index (PI) below 100, recognizable achievements may be in the form of substantial increases in the PI; significant progress in the "upward mobility" of minority and female employees; "historic breakthroughs"; ingenious, constructive, or original program actions; effective contributions to community programs or community relations which have a favorable effect upon EEO programs; or any combination of the above.

C. In organizations with a PI above 100, the PI should not be given much weight in justifying award nomination. Managers identified with such well-situated activities may, nonetheless, qualify for award consideration on the basis of upward mobility, breakthroughs, community activities, or other considerations.

VI. AWARD NOMINATION PROCESS:

A. Each DLA activity should propose one nominee for consideration to receive this award. Primary Level Field Activities may use EEO committees to identify worthy nominees and to evaluate nominees recommended by others as the activity's nominee.

B. Nominations are to be submitted in the following format:

1. NAME:
2. GRADE AND OCCUPATIONAL SERIES/RANK AND PRIMARY MILITARY OCCUPATIONAL SPECIALITY:
3. POSITION TITLE:
4. ORGANIZATIONAL TITLE:
5. ACTIVITY:
6. ORGANIZATIONAL LOCATION:
7. NAME, TITLE, AND OFFICE TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:
8. LENGTH OF SERVICE WITH DLA:
9. TOTAL LENGTH OF FEDERAL SERVICE: _____ MILITARY
_____ CIVILIAN
10. DESCRIPTION OF DUTIES DURING AWARD CONSIDERATION PERIOD: (Not more than 50 words)
11. AWARDS/HONORS RECEIVED DURING SERVICE WITH DLA:
12. OTHER SIGNIFICANT ACHIEVEMENTS/RECOGNITION/AWARDS (Non-Government Organizations, i.e., Civic, Fraternal, Technical, Professional, etc.):
13. JUSTIFICATION (Not more than one page in length, describing specifically how nominee meets award selection criteria):
14. Other official comments or observations that attest to nominee's achievements/contributions:

VII. Submit nominations using the format given above. Nominations must be signed by the nominator/recommending official and reviewer and must include a citation of not more than 100 words. One 5x7-inch color photograph of each winner must be submitted to CAHW upon notification of selection.

DLA AWARD FOR ACHIEVEMENT IN EQUAL EMPLOYMENT OPPORTUNITY BY A NON-MANAGER

I. PURPOSE AND INTENT OF THE AWARD: To recognize the person in a non-managerial position within DLA who has done the most, within his/her sphere of influence, to achieve the basic goal of the DLA Equal Employment Opportunity (EEO) Affirmative Action Plan of fully integrating the workforce at all levels.

II. NATURE OF AWARD: A suitably engraved plaque or trophy.

III. AWARD ELIGIBILITY: DLA personnel, military and civilian, of all grades, ranks, and occupations employed by or assigned to DLA in a non-managerial position during the awards consideration period. Emphasis should be placed upon recognizing the employee who has done the most to establish and make significant progress toward reaching realistic goals in his/her organization. **EXCEPTION:** Activity EEO officers normally would not be nominated for this award. They may, however, be nominated for the Ten Outstanding DLA Personnel of the Year Award for their excellence of performance.

IV. AWARD CONSIDERATION PERIOD: The last full rating cycle prior to the award nomination.

V. AWARD SELECTION CRITERIA: Those nominated should normally be persons who have contributed significantly toward the attainment of the DLA goals of fully integrating the workforce at all levels. This contribution might be in the form of involvement in community programs or relationships which have a favorable effect upon the EEO program; ingenious, constructive, and original ideas for improving the program; the display of leadership in encouraging other employees to give the EEO program full and sincere support; or any combination of the above or similar noteworthy actions. Employees who serve as an additional voluntary assignment, as EEO counselors, or Special Emphasis Program Managers are eligible for this award. Personnel technicians and other non-supervisory employees who make extraordinary contributions to the effective recruitment of qualified minorities and women to fill DLA vacancies would also merit consideration.

VI. NOMINATION PROCEDURES:

A. Each DLA activity should submit one nomination for this award. PLFAs may use EEO committees to identify worthy nominees for the Commander's final selection.

B. Nominations are to be submitted in the following format:

1. NAME:
2. GRADE AND OCCUPATIONAL SERIES/RANK AND PRIMARY MILITARY OCCUPATIONAL SPECIALITY:
3. POSITION TITLE:
4. ORGANIZATIONAL TITLE:
5. ACTIVITY:
6. ORGANIZATIONAL LOCATION:
7. NAME, TITLE, AND OFFICE TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:
8. LENGTH OF SERVICE WITH DLA:
9. TOTAL LENGTH OF FEDERAL SERVICE: _____ MILITARY
_____ CIVILIAN
10. DESCRIPTION OF DUTIES DURING AWARDS CONSIDERATION PERIOD: (Not more than 50 words)
11. AWARDS/HONORS RECEIVED DURING SERVICE WITH DLA:
12. OTHER SIGNIFICANT ACHIEVEMENTS/RECOGNITION/AWARDS (Non-Government Organizations, i.e., Civic, Fraternal, Technical, Professional, etc.):
13. JUSTIFICATION (Not more than one page in length, describing specifically how nominee meets basic award selection criteria):
14. Other official comments or observations that attest to nominee's achievements/contributions:

VII. Submit nominations using the format given above. Nominations must be signed by the nominator/recommending official and reviewer and must include a citation of not more than 100 words. One 5x7-inch color photograph of each winner must be submitted to CAHW upon notification of selection.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) ACTIVITY OF THE YEAR

I. PURPOSE AND INTENT OF THE AWARD: The annual DLA EEO Activity of the Year Award recognizes a DLA Primary Level Field Activity (PLFA) that has demonstrated outstanding performance in support of the objectives of the DLA EEO Program.

II. NATURE OF AWARD: A suitably engraved plaque or trophy.

III. AWARD ELIGIBILITY: Any DLA PLFA.

IV. AWARD CONSIDERATION PERIOD: One year.

V. AWARD SELECTION CRITERIA: This is a results-oriented award defined by notable progress or improvement above and beyond normal requirements for program effectiveness in three or more of the following categories:

A. EEO Program Support. Demonstrated by command support in carrying out program responsibilities (verbal, in public forums and interaction with key staff; written support; adequate budget; equipment; adequate staff support; and training).

B. Affirmative Employment Program (AEP):

1. Significant progress or achievement of EEO numerical objectives identified in PLFA AEP Plan.

2. Achievement of DLA EEO parity index (PI) goals. As a general rule, the PLFA must have achieved at least 4 of the 8 (50 percent) PI goals to be considered in this area.

3. Special Emphasis Programs. Success is demonstrated by direct impact on employment and advancement of minorities and women within the workforce and linkage to overall affirmative employment efforts within the PLFA.

C. Federal Equal Opportunity Recruitment Program.

1. Achievement or institution of unique internal recruitment initiatives and significant outcomes. Specific examples must be provided.

2. Achievement or institution of unique external recruitment initiatives and significant outcomes. Specific examples must be provided.

D. Training/educational awareness. Must provide specific examples of unique training efforts that contribute to identifiable changes in the work environment.

E. EEO complaints. Demonstrated process improvements, which demonstrate results in decreasing the number of complaints being tiled or increasing the timeliness in processing EEO complaints.

F. Community relations/outreach and impact on program effectiveness.

G. Other unique/noteworthy activities or initiatives.

VI. AWARD NOMINATION PROCEDURES:

A. All nominations must be processed through the local EEO offices and submitted under the signature of the PLFA Commander.

B. Nominations are to be submitted in the following format:

1. NAME OF PLFA:

2. ADDRESS:

3. POINT OF CONTACT: (Preferably the EEO Office)

4. JUSTIFICATION: (Not more than two pages in length, describing specifically how the PLFA meets the award selection criteria described in the paragraph above). Include a citation of not more than 100 words.

5. Other official comments or observations that attest to the PLFA's achievement/contributions to the DLA EEO program.

VII. One 5x7-inch color photograph depicting some aspect of the PLFA supportive of the EEO program or a generic view of the activity must be submitted to CAHW upon notification of selection. This photograph will be used in the award program booklet.

SUGGESTION AWARD

4. PURPOSE AND INTENT OF THE AWARD: The annual Suggestion Award was created to recognize civilian or military personnel whose adopted suggestions have significantly improved organizational efficiency or Government operations through participation in the employee suggestion program.

II. NATURE OF THE AWARD: The award will consist of a suitably engraved plaque or trophy.

III. AWARD ELIGIBILITY: Any individual or group, military or civilian, who has submitted at least one suggestion meriting approval and cash recognition may be nominated.

IV. AWARD CONSIDERATION PERIOD: The suggestion/s must have been submitted during the last full rating cycle prior to the award nomination.

V. AWARD SELECTION CRITERIA: There are two separate suggestion awards. Winners will be the individual or group submitting the suggestion netting the largest cash award and the individual or group submitting the most approved suggestions.

- a. Personnel considered for the Largest Monetary Suggestion Award should have submitted and had approved a single award for which cash recognition was given. The suggestion should have broad application and be of at least as high a value as the cash award.
- b. Nominations for the Most Suggestions Approved Award should go to the individual or group submitting and receiving approval of the most suggestions meriting cash recognition regardless of the monetary value of the awards.

VI. AWARD NOMINATION PROCEDURES: Each DLA activity may nominate one individual or group for each award. Submit nominations using the guidance provided in Attachment 7. Nominations must be signed by the nominator/recommending official and reviewer and must include a citation of not more than 100 words. One 5x7-inch color photograph of each winner must be submitted to CAHW upon notification of selection.

DLA TEAM PERFORMANCE AWARD

- I. PURPOSE AND INTENT OF THE AWARD:** The purpose of the DLA Team Performance Award is to increase visibility of organizational goals, advance the use of teamwork in the work environment, and motivate all DLA employees to improve the level of team performance. This award recognizes any team in DLA that has improved organizational performance by using structured improvement methods and/or advanced the principles of teaming and teamwork in the work environment.
- II. NATURE OF THE AWARD:**
- a. The team award will consist of a suitably engraved plaque or trophy for the team. Winning team members will be presented with a certificate signed by the Director, DLA, and a medallion (or some other form of award to be determined at the time of presentation) for each team member.
 - b. For achievements that were based on measurable savings to the organization, cash awards may be presented as determined appropriate by the award evaluation board. The amount of cash award will be determined by referring to the guidance provided in the attached awards table and equally shared by all members of the team. Any team that claims monetary savings as the result of their achievement will attach substantiating documentation to the nomination. Reported savings should be reflected in budgetary planning for the affected organizational element for the following fiscal year.
- III. AWARD ELIGIBILITY:** Any formally chartered, permanent, or ad hoc team in DLA is eligible to be nominated for this award. Individuals and organizational groups not structured, as teams are ineligible to be nominated for this award.
- a. A “team” is defined as any group of people with similar or diverse skills assembled in the workplace to achieve a common purpose or goal.
 - b. The “common purpose or goal” towards which the team is working/has worked must be documented by some form of written charter, mission statement, or other mandate supported or sponsored by management to effect an improvement in the performance of the organization or to solve a problem.
 - c. Simply being a member of a team does not automatically qualify an individual to be recognized as part of that team or the performance improvement effort. Active participation in the actual structured performance improvement effort itself is mandatory for receipt of any of the forms of recognition given to DLA Team Performance Award recipients. For example, if all members of a permanent organizational team were not actually a part of the structured improvement effort, then the nomination should specify some sort of ad hoc team, or part thereof, as the nominee rather than the entire organizational team.

- d. The team must have successfully completed its project or mission at the time of the nomination. A project is considered successfully completed even if it is not implemented, provided it has been so recognized by its chartering official. Nominations are to be based on one performance improvement action and need not be a series of actions, strategies, or initiatives.
- e. Winning teams are generally eligible for the next iteration of this award. However, additional performance improvements to the process for which the team was previously recognized must be substantiated.

IV. AWARD CONSIDERATION PERIOD: A minimum of one calendar year.

V. AWARD SELECTION CRITERIA: The following criteria reflect the elements that should be considered in nominating a team for this award:

- a. Teamwork: This element examines the purpose and membership of the team and its group dynamics.

Areas to consider include:

1. How the team's goal was established. Example: *The purpose of the team was to improve the aircraft acceptance process. The scope was to review all related processes of the aircraft delivery from movement into the production hangar through DD250.*
2. How the team's goals and objectives align with the goals and objectives of the organization. Example: *The . . . written performance plan identifies four continuous improvement objectives. The team's purpose is consistent with all of these objectives, but particularly so with one of them: continually improve processes used to deliver quality products and services to our customers.*
3. How the team capitalizes on diverse ideas. Example: *Team members. . . focused on the team's objective through the use of structured problem solving, conflict management and facilitation designed to give each member a clear and powerful voice in. . . decision making and the direction the team was taking. Team specialists . . . relied on the strengths of each other's unique abilities. The leaders met with all four teams twice a day to communicate and review the progress of each sub-team. The leaders ensured that each team's contribution was viewed in the context of the entire team.*

- b. ANALYSIS TECHNIQUES: This element examines how the team analyzed the specific process in order to set targets for improvement and to identify causes of possible problems (root causes).

Areas to consider include:

1. What tools were used to analyze the process. Example: *The teams explored a wide variety of investigative tools, including “spaghetti” diagrams, process maps, process observation forms, flow charts, value added time charts and waste observation forms. The single most important tool used however, was the interviews by team members of the individuals actually involved in the process being studied.*
 2. How data was validated. Example: *As the process flow and possible contributing causes were understood, value added time charts, waste observation forms, run charts and interviews with production personnel were used by the team to quantify and analyze the process prior to recommending changes.*
 3. How areas for potential improvement were identified. Example: *The target for improvement was selected after reviewing all the gathered information. Those causal factors and root causes that could contribute best value to the aircraft acceptance process under the strictures of the . . . methodology were targeted for improvement.*
 4. How the team validated the data used. Example: *A comparison between the effectiveness of the improved process and the old methods was performed on all processes that were identified as the source of potential inefficiencies.*
- c. **SOLUTIONS:** This element examines the process through which the team identifies, selects, plans, and implements the solution(s).

Areas to consider include:

1. How the results meet the organization’s mission and objectives. Example: *Results met objectives and goals defined within the written performance plan because the team identified, defined, and quantified customer requirements by using the analysis and improvement tools referenced throughout the application. Capabilities were matched with customer requirements by calling upon the most experienced and skilled members of the team and process owners and customers.*
2. Verifiable tangible savings. Example: *Charts should show this evidence.*
3. Evidence of improvement in the process or product. Example: *Charts should show this evidence.*

VI. AWARD NOMINATION PROCEDURES:

- a. Each Field Command and HQ DLA Business Area may submit a nomination for their best team, selected from those already recognized at the local level or within a business area during the course of the year.

- b. Nominations should provide information pertaining to the team as outlined in this attachment. The narrative description of justification addressing elements should not exceed five pages.
- c. A team member, team leader or customer can initiate a nomination. Only Field Commanders and Deputy Directors, however, may forward nominations to CAHW for selection consideration.
- d. Winning teams may be considered for further recognition at Department of Defense or federal level, i.e., the Secretary of Defense Productivity Excellence Award, the Presidential Management Improvement Award, and the DLA Director's Award for Organizational Excellence.
- e. Field Commands will designate a point of contact and appoint a review team to select the top nominations for endorsement by the respective Commander or Deputy Director.
- f. Submit nominations using the attached format. The nominator/recommending official and reviewer must sign nominations. One 5x7-inch color photograph of each winning team must be submitted to CAHW upon notification of selection.

NOMINATION
FOR
DLA TEAM PERFORMANCE AWARD

TEAM NAME:

TEAM OWNER:

PARENT ORGANIZATION (PLFA OR HQ BUSINESS AREA):

POINT OF CONTACT FOR ADDITIONAL INFORMATION:

TEAM MEMBERS' NAMES

OFFICE SYMBOL/PHONE NUMBER

NOMINATING OFFICIAL:

DATE:

REVIEWING OFFICIAL:

DATE:

SUPPORTING JUSTIFICATION SHOULD BE PROVIDED ON SEPARATE SHEETS

AWARD PREPARATION

- I. Reference DLAM 5020.1, Correspondence Manual.
- II. The following guidelines are provided for the preparation of award packages:
 - a. Justification:
 - 1. Single space text with double spaces between paragraphs.
 - 2. Should not exceed one page.
 - 3. Paragraphs should not be indented.
 - 4. All terminology that is generally used in the form of an acronym will be spelled out when used for the first time in the narrative. The acronym will appear in parentheses after the terminology. If the terminology will not be used again in the acronym form in the narrative, the acronym will not be shown.
 - b. Description of present duties, significant employment records, and chronology of previous significant awards:
 - 1. May be printed continuously.
 - 2. Should include month and year (fully spelled out) and the complete title of the agency or organization (acronyms – military, **Government**, or private sector – should be spelled out as referenced in a (3) above).
 - c. Headings should be in all capital letters, single spaced, and centered. There should be a double space between the heading and text.
 - d. All pages of the nomination should have one-inch margins.
 - e. Read over the entire package to insure fluency, continuity, and accuracy.
 - f. If specific criteria apply to the award, read it carefully for any instructions before completing the nomination package.
- III. Nominations not adhering to this guide or needing excessive correction will be returned.